



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 7/16/1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUL 18 1974 74-263 AUG 12 1974	
2. Agency Application No. GFD - 8		3. AGENCY, Division, Subdivision & Administering Office Address Department of Natural Resources Game and Fish Division, Room 713-Fisheries Mngt. Sect. 270 Washington Street, S.W. Atlanta, Georgia		4. Person to Contact Mr. Leon Kirkland	
				5. Working Title Chief, Fisheries	
				6. Tel. No. 656-3524	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1973 to date		9. Exact Series Title FISH KILL INVESTIGATION FILE			
10. What is the function of the office in which this record series is created? The Fisheries Management Section of the Game and Fish Division is responsible for managing private and public waters; operating warm-water hatcheries; conducting research; building boat ramps on public streams and lakes; acquiring public fishing lakes; restoring blocked streamways; implementing capital outlay projects; leasing public waters for public fishing; and conducting the stream and survey management program.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: the investigation of fish kills in the state due to pollution and non-pollution causes. Included are: EPA Report of Pollution-Cause Fish Kill(Form 7500-8); correspondence and memorandums pertaining to specific investigations; statements and reports from both pollution source and the Department; legal agreements and releases; final report on disposition of investigation. File is arranged: alphabetically by name of polluter or location of the kill.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		1	1 1/2 cu. ft.	1 1 1/2 cu. ft.	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	
				2	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | | YES | NO |
|---|-------------------------------------|-------------------------------------|----|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | | |
| 14. Is there a duplication of this series in another office or agency?
<div style="margin-left: 20px;">(Federal EPA has partial duplication of series)</div> | <input checked="" type="checkbox"/> | | |
| 15. Is the information contained in this series ever summarized or published?
<div style="margin-left: 20px;">Attach copy of summary or publication.</div> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | | |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?
<div style="margin-left: 20px;">(see # 25)</div> | <input checked="" type="checkbox"/> | | |

24. **REQUIREMENTS.** The following requires the files to be kept (see below) years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
 (Cite Law, Statute, or other reason for the retention requirement)

25. **RECOMMENDATIONS.** This agency recommends that the file series be cut off at _____ of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

A. Public Fish Kill Investigation File:

(1) Pollution-Cause fish kill file--cut off each calendar year; hold in current files area 3 years; retire to State Archives.

(2) Non-pollution-Cause fish kill file--cut off each calendar year; hold in current files area 3 years; transfer to State Record Center; hold 7 years; then destroy.

B. Private Fish Kill Investigation File: cut off each calendar year; hold in current files area 3 years; transfer to State Record Center; hold 7 years; then destroy.

Rationale: see attached sheet.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>J. M. Deam</i>	7/15/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. H. Hamilton</i>	7/16/74
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Lipp</i>	8-8-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>C. H. H. H.</i>	8-7-74
	Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>R. H. H. H.</i>	8-9-74

STATE RECORDS
COMMITTEE



Joe D. Tanner
COMMISSIONER

James H. Pittman
DIRECTOR

Department of Natural Resources

OFFICE OF ADMINISTRATIVE SERVICES
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FISH KILL INVESTIGATION FILE: Rationale for retention

- a. Public Fish Kill Investigation File: should be retained permanently to document the environmental impact of public fish kills due to pollution sources in the state. The records also have legal and investigative value in terms of developing cases against and prosecuting polluters.
- b. Private Fish Kill Investigation File: private fish kills are infrequent and have a minimal environmental impact. The records related to these incidents are therefore of limited research and administrative value. A 10 year retention is adequate for the needs of the Department.